



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 17, 2026

OFFICE MEMORANDUM
FTAD-2026- **135**

UPDATING OF DOCUMENT MASTERLIST AND UPLOADING OF FUNCTIONAL DIVISIONS' COMPLETE FORMS AND TEMPLATES IN THE KMT DRIVE

To: Director III
Functional Division Chiefs
All Others Concerned

1. In preparation for the upcoming Documented Information Management Assessment and to ensure strict compliance with Documented Information Standards, all Functional Divisions, Section and Units are hereby directed to update your respective Document Masterlist.
2. All Internal and External Documents being used should be registered and be marked **ACTIVE**.
3. A DRAF should be made for the disposition of documents which are no longer in use and should be marked **OBSOLETE** in the Document Masterlist.
4. All active templates/forms should be uploaded in the Functional Divisions' respective folder inside the KMT Drive.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

RONELO AL K. FIRMO CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director



FTAD-MDS